

INSTRUCTIONS FOR PREPARING GAPS IN INFORMATION STATEMENTS

1. Statements should be prepared only on priority intelligence subjects and geographic areas. They are not intended as a device for delineating a Branch's entire field of interest, as are, for example, the reading requirements prepared for the Reading Panel.
2. Each Statement should contain a few paragraphs of background information and a set of questions detailing the priority gaps in information on the subject. If appropriate, a single Statement may include several such background sections and sets of questions on different, but related subjects.
3. Background Statements should be as brief as possible, but should include: (1) a summary of the state of our present knowledge of the subject, (2) an indication of the importance of the subject (in terms of its importance in National Intelligence Estimates, its relation to EIC-approved Priority National Economic Intelligence Objectives, etc.), (3) a statement of the kinds of information now being received on the subject and (in the case of material resulting from clandestine collection) the degree of necessity for its continuance.
4. Questions on each subject should be specific rather than general in nature. A lead question or subject heading should be given to indicate the general subject on which information is needed, and the subject should then be developed with appropriate detailed questions.
5. Questions should be arranged in descending priority of need and should include only priority gaps in information. They should not be a mere listing of everything that is not known on a given subject.
6. Questions should be related wherever appropriate to the IPC Targets approved for the area under consideration, and suggestions may be made concerning the type of source from which the information might be obtained.
7. Wherever appropriate, Gaps Statements should be coordinated, prior to submission, with other Branches which have similar interests.
8. When finally approved the Gaps Statements should be reproduced in 150 copies. They should be typed on legal-size stencil (not ditto). Whenever feasible, the background statements and the questions should be put on separate pages, and the list of questions should be unclassified (if possible). Pages should not be numbered and the Statements should make no reference to CIA, ORR, or the Branch preparing them.